

PROCEDURE 1410.25  
Issue Date: January 25, 2005  
Effective Date: January 25, 2005

SUBJECT: Internet Domain Name Life Cycle Management

APPLICATION: Executive Branch Departments and sub-units using the State of Michigan administrated, digital, data communication networks. This also applies to non-executive branch entities whose digital, data communications networks are managed by the Department of Information Technology. This standard applies to all state administered, host systems available via the Internet regardless of purpose. All agencies, boards, and commissions that are currently using or have recently, within the last five years, used specialized domain names are directly affected.

PURPOSE: The purpose of this procedure is to prevent inappropriate use of Internet Domain Names, registered and administrated by State of Michigan governmental agencies.

CONTACT AGENCY: Department of Information Technology (DIT)  
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SUMMARY: The State of Michigan owns and administrates a logical, public, subdomain of the Internet Domain Naming System as defined by RFC 1101. This procedure defines fundamental policies and practices governing the State of Michigan's use of Internet Domain Names, whose primary or secondary, authoritative DNS records exist on DNS servers within the State of Michigan's IP address space. This procedure requires the Department of Information Technology, Telecommunications and Network Services, to administratively manage all domain names for the State of Michigan.

APPLICABLE FORMS: None

PROCEDURE:

1. The Department of Information Technology, Telecommunications and Network Services shall register and administratively manage all Internet Domain Names used by the State of Michigan governmental agencies.
  - A. It is the current policy to present the many Internet web sites that comprise the face of Michigan State Government on the Internet under the relative, top-level domain name of Michigan.gov.
  - B. The previous top-level domain name of state.mi.us is being phased out. The "state.mi.us" domain will continue to operate within the internal state TCP/IP network to serve DNS needs of agencies, boards, and commissions during the phase out period.
  - C. Department of Information Technology personnel shall identify and inventory all existing domain names currently in use by State of Michigan agencies. Within ninety

days of the publication date of this standard authority for administrative and technical control will transfer to Telecommunications and Network Management.

- D. The Department of Information Technology (DIT) shall directly bill all agencies, boards, or commissions holding uniquely identifying Internet domain names whose primary or secondary authoritative resource records exist on DIT-managed DNS servers for the life-cycle registration and management of the domain name.

## 2. Definitions:

Uniquely Identifying Domain Name is any domain name used by any entity of the State of Michigan executive branch that is not a subdomain of Michigan.gov, state.mi.us, mi.gov or mich.gov.

## 3. Responsibilities:

- A. Telecommunications and Networks Services will register and manage all domains names throughout a complete life cycle process to prevent the inappropriate use of current or previously used domain names.
- B. Agency business units will transfer responsibility for the uniquely identifying domain names over to Telecommunications and Network Services.
- C. DIT-operational units will coordinate with Telecommunications and Network Services for the proper registration and administration of all DNS names implemented by the State of Michigan governmental agencies. .
- D. All agency business units currently holding properly registered, uniquely identifying domain names shall assist in the transfer of administrative responsibility for those domain names to Telecommunications and Network Services.

## Maintenance:

DMB: Acquisition Services shall not approve any web hosting acquisition or purchase request without first obtaining confirmation from the Department of Information Technology, Office of Strategic Policy that such request is compliant with this standard.

## Operational Unit:

The implementers of all new domain names will coordinate with Enterprise Security and with Telecommunications and Network Services.

All projects and requests for consulting services, equipment, software acquisitions or ITB's related to publicly accessible domains require review for compliance with this standard.

DIT: Telecommunications and Network Services will maintain appropriate records of approved and registered domain names, take actions to prevent inappropriate use , and establish a procedure for timely renewal.

The Office of Strategic Policy will facilitate the process to review this standard on a continuing basis and make recommendations to the State Chief Information Officer.

Agencies requesting deviation from this standard should contact the Office of Strategic Policy.

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